

MINUTES
Commission on Diversity Awareness
Regular Meeting
November 20, 2018 1:30 p.m.
Council Office (2nd Floor), City Hall, 211 W. Aspen Avenue, Flagstaff

1. CALL TO ORDER

Khalif Durham motioned, Anne Hart seconded the motion and all approved. Khalif Durham called the meeting to order at 1:37 p.m.

2. ROLL CALL

Members Present

Khalif Durham, Chair
Anne Hart, Vice Chair
DeAnn Wegwert
Jean Toner
Dan (Robert) Duke

Members Absent

Emily Davalos

Guests Present

None.

3. Recommended Protocol for Members and Other Participants Call In.

4. Public Participation.

Bridget Cardinali – Voices in Action, 1,000 acts of courage to inspire acts for empowerment and equality of women. Requesting individuals record these acts of courage and celebrate female spirit. Documentary in January 11th called “This Changes Everything” and actions Hollywood has been taken to create diversity at Namady Theatre in Sedona. Tickets on sale early December on the website www.illuminatefilmfestival.com. Luncheon prior the documentary film.

5. Staff Participation.

Shannon Anderson, Staff Liaison Representative

6. Approval of Minutes

The commission members reviewed the October 16, 2018. A motion was made by Jean Toner to approve the minutes, Dan Duke seconded the motion and all approved.

7. Date of Next Meeting. The next meeting is December 18, 2018 at 1:30 p.m. in the Council Chambers.

8. Action Items.

A. Translation Service for CODA Survey – tabled until next meeting.

B. Women’s Rights Commission – Handout provided by Khalif Durham to commission members. Jean Toner suggested that commission members review the document and bring back comments. DeAnn Wegwert suggested consideration be given to the name of

the Women's Rights Commission. Commission on Women could be broader and commission members will clarify this with Mayor Coral Evans during the follow up meeting. Each commission member will send their comments to Khalif Durham at his email address and Khalif Durham will compile information and bring a final draft to the next meeting motioned by Jean Toner, seconded by Anne Hart, and all approved.

- C. Diversity Flag Pole – Reviewed the handout. Anne Hart suggested a definition of commercial entity from legal dictionary. Commend the working group for taking the varying pieces of information and creating the draft document. Tempe, Arizona has an entire Diversity Department and Jean Toner will create a report of the information she learned from speaking to the Manager of this Department. Khalif Durham suggested in addition to commercial add for profit. Khalif Durham also made suggestions related to hate groups or any group recognized by the FBI or Southern Poverty Law site. Khalif Durham also suggested flags can be raised, displayed and lowered for a one-week time period, unless otherwise arranged. Khalif Durham also suggested in selection criteria be split out in bullet points. Anne Hart using words that may considered optional versus mandatory, but used consistently through the policy (i.e. shall or will for mandatory and flexible is may). Discussion to change the press release to an option for the diversity group. Khalif Durham suggested the Commission communicate a specific period of time when the Commission will be soliciting for diversity flag designs to the community. Khalif Durham motioned the work group will make adjustments as discussed and bring back the final draft to the next meeting, DeAnn Wegwert seconded and all approved.
- D. Display Case – A display case will be available within the Library. There is a member of the public who is interested in assisting the Commission with this project. Shannon will provide the member of the public's contact information to Khalif Durham. Anne Hart motion to work on display case with members of the public and commission, seconded Khalif Durham, and all approved.
- E. Identify Proclamations and Events for January through June 2019 – Anne Hart motioned the proclamation for MLK day and Black History month is reviewed and approved during the next Commission meeting, DeAnn Wegwert seconded and all approved.
- F. Request attendance of City Attorney's office staff to future meeting – this is not necessary given Commissioner training and the process Shannon explained earlier in the meeting about policy recommendations.

G. Reports/Discussion Items

None.

H. Future Agenda Items.

- A. December 18th – 1,000 Acts of Courage
- B. January 15th – Discuss chair and vice chair roles and expectations for CODA timing of change
- C. February 19th – Election for chair and vice chair roles
- D. Facilities for collecting handwritten CODA surveys
- E. CODA Survey results and future process for sharing additional results
- F. Public Forum

- G. Planning for CODA social event
- H. Request for Commissioners to watch the video from previous meeting(s) missed for consistency and time savings during meetings
- I. Time and Length of Commission meetings
- J. Discussion about Diversity Fair
- K. Review list of other organizational committees brought by each commission member and possible action of creating liaisons for other diversity groups
- L. Practice with members calling in using the conference line
- M. Shannon to ask City Clerk's office about what should occur when a quorum of members is at one location (i.e. yoga class) and there was no prior knowledge.
- N. Discuss response from Procurement as a result of the Transportation presentation.

I. Adjournment.

Motion by Khalif Durham to adjourn the meeting at 2:45 p.m. Motion seconded by Jean Toner. All approved.

Approved: _____
Shannon Anderson, Staff Liaison

Date Approved